

Executive Host Information 2005
Placement Week November 15-19, 2004

Office Name: NOAA, NOS, OCRM, Estuarine Reserves Division

Position Title: NERRS Policy and State Partnership Development Coordinator

How many total staff are in your immediate office / branch? (Select one option, mark with X)

1-5	
6-10	
> 10	X

Have you previously hosted a Sea Grant fellow (Select one option, mark with X)

Yes	X
No	

If yes, how many? Two

If fellow is currently on assignment, please provide contact information.

Name	
Tel	
Email	

Does your office accept non-United States (foreign) citizens? (Select one option, mark with X)

Yes	X
No	

Organizational Overview

Mission Statement: (Please limit to 30 words.)

To promote stewardship of the Nation's estuaries through science and education using a system of protected areas.

Brief Overview of Your Office's work: (Please limit to 150 words.)

The NOAA, NOS, Office of Ocean and Coastal Resource Management's Estuarine Reserves Division provides oversight for the National Estuarine Research Reserve System. The reserve system is a network of 26 marine protected areas established by the Coastal Zone Management Act of 1972, as amended, for long-term research, monitoring and education to promote informed coastal stewardship and management.

Do you have partnership projects, multi-agency workgroups, or working relationships with other offices? Please list.

The reserve system is a partnership between NOAA's Estuarine Reserves Division and 21 coastal states and territories.
Our division partners with the EPA's National Estuary Program and other federal, state and local

partners for National Estuaries Day and other communication and education campaigns.
The Estuarine Reserves Division is the lead agency for a national, interagency Web site on estuaries.
Reserves are required to partner with Sea Grant, Coastal Programs and other local organizations in the implementation of the Coastal Training Program
The reserves partner with government and non-profit groups for local monitoring and research efforts.

Assignment Description.

It is understood that the fellow's specific responsibilities will be tailored to his / her unique skills and interests. Please articulate probable assignments and duties and the education / professional development that these tasks will bring to the fellow.

Estimated Fellow Travel, Out-of-Office: (Select one option, mark with X)

0 days / month	
1-3 days / month	2-5 days quarterly
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Estimated DC-Area Travel: (Select one option, mark with X)

0 days / month	
1-3 days / month	X
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Does this position require mandatory skills: (Select one option, mark with X)

Yes	
No	X

Desired Background Skills: Please list. (e.g. strong written / communication skills, knowledge of Microsoft PowerPoint software, etc.).

Excellent writing/editing skills
Strong verbal communication skills; public speaking skills desired
Knowledge of Power Point and Excel required
Ability to communicate technical and scientific material to a variety of audiences
Ability to work in teams

In 300 words or less, please describe the tasks, duties, or projects the fellow will undertake, the skills a fellow will gain, and the deliverables a fellow can expect to produce from completing these tasks.

Lead the development and implementation of a strategic communications plan to increase state agency support for National Estuarine Research Reserves. The strategy will analyze current level

of state agency support and opportunities for strengthening partnerships. The candidate would work with NOAA leadership, NOAA Legislative Affairs, NOAA Intergovernmental Affairs, reserves staff and senior state agency managers in initiating this campaign. Specific components/tasks may include policy development around state match, development of fact sheets and briefing materials, working with state public information offices to communicate reserve stories and coordinating special events. The ultimate deliverable for the reserve system is to develop partnership opportunities and build constituent relations. The fellow will gain project management experience and build a network within the coastal resource management community.